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9 October 1970

MEMORANDUM FOR THE RECORD

PROJECT: POLAND

SUBJECT: Problems with the submission of language requirements
for the Language Development Program

A meeting was held on 9 Oct. 1970 for the purpose of discussing the problems with the submission of language requirements for the Language Development Program. In attendance were

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School/OTR;
SRB/OP;

I indicated in the beginning of the meeting that several problems have been found with the submission of language requirements and since SIPS/HRS/M&PB originally designed the system, we thought that it was in the best interest of the System to bring the problems and recommendations for solutions, to the responsible components that are now controlling the system.

The following is a list of problems that were discussed and recommended solutions for the problems.

I. Design of the Position-Language Control form

A. The original form as presented to and approved by the Language Development Committee was printed on 8½ x 11 paper. This form had the proper spacing for all data items, with the exception of the 'Language Requirements For:' data item. This data item should have allowed for 50 characters, but due to an over-sight it only allowed for 40.

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The form was reproduced by the Office of Training, prior to distribution to the components, on 8 x 10½ paper without regard to the spacing needed for all the data items. For example, the spacing for the 'Language Clear Text' was reduced to a maximum of 15 characters, when actually 20 characters are needed. The 'Language Requirements For' was reduced to 33 characters, etc.

B. The form did not allow for PMCD to put in certain control information, as required by that office. For example, approval date, control number, approval signature, and distribution info.

RECOMMENDATION: It was recommended that the Position-Language Control Form be redesigned by the Office of Training or a Language Development Committee designee to allow for the above.

It was further recommended that after the form has proven its worth and problems are resolved, that the form be officially sanctioned, receive a form number, and be produced by Printing Services Division, OL.

II. Instructions for updating Language Requirements on the Position-Language Control Form

A. The current instructions do not explicitly indicate that the 'Language Requirements For' data item should coincide with the exact organization title as indicated on the Position Control Register and further that abbreviations are not permitted, which tend to lead to the confusion of the coding clerk. They also do not indicate that when duplicate titles exist within an organizational unit, that 'Foreign Field' or 'Departmental' should be indicated to alleviate the confusion as to which organizational unit the language requirements are to be levied against.

B. There are currently no instructions as to who should sign the 'APPROVED' line that is on the form. It was the intention of the designers that the authorized official within the component that was designating the language requirements, would sign.

RECOMMENDATION: It was recommended that the Office of Training, or the Language Development Committee designee make an amendment to the existing instructions indicating the above and distribute this to all components that currently possess a copy of the instructions.

- III. Components are submitting hand-written language requirements that contain cross-overs and arrows indicating to look at a different area on the form for information.

It was explained that this form of correspondence tends to confuse the coding clerk, particularly when codes are involved. At times it is impossible to distinguish a letter 'O' from a numeric '0' or the letter 'I' from the numeric '1'. It was also noted that from a historical view, it is very difficult, if not impossible, to reconstruct what actually happened.

RECOMMENDATION: It was recommended that components be requested to type all language requirements.

- IV. Language codes on the Dictionary that employees are apparently not tested for:

The following language codes were found on the M&P Dictionary that apparently have no meaning:

BK40 - Any Romance Language
BK41 - Any European Language
BK42 - Any Principal Language

RECOMMENDATION: It was recommended that the Office of Training take action to delete these codes if no testing is intended or reports produced, so a language component will not erroneously list these as one of their language requirements.

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██████████ indicated that PMCD was having some problems with components deleting positions or organizational units and not indicating what the status was with the associated language requirements. It was suggested that one approach would be to indicate to the components that PMCD/OP could not process the organizational change

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until the status of the associated language requirements was defined. [REDACTED] said he would take the suggestion under consideration, but was not sure what he was going to do.

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[REDACTED] who is initially reviewing all language requirement submissions prior to forwarding to PMCD/OP, indicated that she might have some problems in getting the components to fill out the forms correctly and that she was already making corrections to some of the requirements that had been submitted. It was indicated that if she continues to make all the corrections for the components, that she will most likely have to continue it for the duration of the Language Development Program, since the components will never learn the correct means of completing the form. It was further indicated that [REDACTED] Chairman of the Language Development Committee, had previously indicated that if the forms were not submitted correctly that he was going to send them back to the responsible components for corrections. It was suggested that she contact [REDACTED] for guidance.

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The meeting was concluded by indicating that due to lack of manpower SIPS/HRS could not continue to monitor the submission of language requirements for the Language Development Program; however, SIPS/HRS would be available to provide guidance and/or recommendations if requested by the components involved with the processing of the language requirements.

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[REDACTED]
Group Leader/HRS



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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Problems with the submission of language requirements for the
Language Development Program. ((Project: POLAND))

FROM:

EXTENSION

NO.

6041

DATE

12 Oct 70

TO: (Officer designation, room number, and
building)

DATE

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

10 to 1.

Bill,

Please retain one copy for
the POLAND folder.

J.R.



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